

DEPARTMENT OF THE ARMY
MEDICAL DEPARTMENT ACTIVITY
Fort Huachuca, Arizona 85613-7079

MEDDAC MEMORANDUM
No. 640-1

13 August 2006

Personnel Records and Identification of Individuals
IDENTIFICATION (I.D.) CARD VERIFICATION

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1. HISTORY: This issue publishes a revision of this publication.

2. PURPOSE. This memorandum provides guidance and establishes procedures for the verification and confiscation of the following Identification (I.D.) Cards:

2.1 DD Form 2 (U.S. Armed Forces Identification Card Retired)

2.2 DD Form 2A (U.S. Armed Forces Identification Card Active)

2.3 DD Form 2A (U.S. Armed Forces Identification Card Reserve)

2.4 DD Form 1173 (Uniformed Services Identification and Privilege Cards, Dependents)

2.5 Common Access Card (CAC) (U.S. Armed Forces Identification Card/Civilian Identification Card)

3. SCOPE. This memorandum applies to all Raymond W. Bliss Army Health Center Personnel assigned or attached to Fort Huachuca, Arizona.

4. REFERENCES.

4.1 Army Regulation 600-8-14 (Identification Cards, Tags and Badges)

4.2 Ft. Huachuca Regulation 640-1 (I.D. Card Issuing Procedures)

*This memo supersedes MEDDAC Memo 640-1, dtd 28 Dec 04

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5. I.D. Card Confiscation. Army Regulation 600-8-14 Paragraph section 4, 14-10 states. The local Commander determines when an I.D. card will be confiscated. The following establishes policy for Raymond W. Bliss Army Health Center.

5.1 Clinic personnel checking patients into a clinic are required to check 100% of all patient I.D. cards for accuracy and eligibility for care. The card will immediately be turned into the Patient Affairs and Accountability Office during normal duty hours or the Weekend/After Hour Clinic during non-duty hours. Patient Administration Division (PAD) will forward the I.D. card and receipt, to the supporting MILPO (I.D. Card Section, Ft. Huachuca). A receipt for the I.D. card will be provided to the patient (see Appendix A). When in doubt as to whether an I.D. card should be confiscated, clinic personnel should retain the I.D. Card and escort the patient to the Patient Affairs and Accountability office for clarification and appropriate action.

5.2 Even though patients scheduled for appointments are screened in the Defense Eligibility Enrollment Reporting System (DEERS) prior to pulling their records, the I.D. card will still be checked when they report to the clinic. When patients show as being ineligible in DEERS it will be annotated on the pull list. Their I.D. card will also be checked and the patient will then report to the Patient Affairs Office for clarification of eligibility.

The proponent of this publication is Patient Administration Division. Users are invited to send comments and suggested improvements on DA Form 2028 directly to Patient Administration Division, RWBAHC, ATTN: MCXJ-PA, Fort Huachuca, AZ 85613-7079.

FOR THE COMMANDER:

OFFICIAL:

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DISTRIBUTION: B

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APPENDIX A
RECEIPT FOR I.D. CARD

The I.D. Card of the following individual is being confiscated:

(I.D. Card Holders Name)

(I.D. Card Number)

(Expiration Date)

In accordance with AR 600-8-14, your I.D. card is being confiscated for one or more of the following reasons.

☐ Expired

☐ Mutilated

☐ Fraudulent Use

☐ Obviously Altered

☐ You are not entitled to use it.

This I.D. card will be forwarded to the I.D. Card Section for disposition. In the event of fraud, proper authorities will be notified:

(Signature of Person Confiscating the Card)

(Date)

(Office Title)

USA MEDDAC
(Facility Name)

Ft Huachuca, AZ 85613
(Installation)

Original to Patient

Copy to I.D. Card Section